

**State Capability Enhancement Project (SCEP)**  
**Office of Development Commissioner, Planning Department**  
**Government of Meghalaya**

**ADVERTISEMENT**

**Advt.No.MBDA(HR)/794/2022/169 Dt.9<sup>th</sup> May 2022**

The Meghalaya Basin Development Authority is hiring the following positions on behalf of the Office of Development Commissioner for the State Capability Enhancement Projects (SCEP), who will work closely with an SCEP Development Consultant to facilitate project implementation, conduct documentation for project learning and adaptation, and produce reports and documentation for external audiences.

Position	Essential Qualifications & Experiences	Place of Posting	Pay
Media & Communication Lead	<p><b>Essential Qualifications:</b> Post Graduate in Mass Communication &amp; Journalism or in a relevant field such as public administration, public health, environmental policy, education, gender studies, economics and management from a recognized institution. Candidates from other disciplines with exceptional demonstrated skills may also apply.</p> <p><b>Experiences, Skills &amp; Attributes:</b></p> <ol style="list-style-type: none"> <li>5+years of relevant work experience in the media and communications sector, with published articles or write ups in one or more websites/journals.</li> <li>Ability to make good PowerPoint presentations and be well versed in MS Office.</li> <li>Hands-on experience in content management.</li> <li>Ability to deliver creative content (text, image and video).</li> <li>Good knowledge of SEO, keyword research, social media tools and google analytics</li> <li>Passionate about working in development and demonstrated interest in helping communities improve development outcomes</li> <li>Strong listening, verbal, and written communication skills; able to effectively synthesize information and calibrate communication to connect with diverse audiences</li> </ol>	Shillong	Rs.50000/- per month fixed
Video-Editor	<p><b>Essential Qualifications:</b> Minimum graduate degree. A degree in cinematography/filmmaking would be an asset.</p> <p><b>Experiences, Skills &amp; Attributes:</b></p> <ol style="list-style-type: none"> <li>At least 4-5 years of experience in professional video production and editing (or film-making, direction, shooting etc.) required.</li> <li>Must have a demonstrated experience in video production; Sample/s of uploaded videos is to be shared for review.</li> <li>Professional video editor/producer with demonstrated experience in video production relating to humanitarian and development issues with experience using professional video editing software such as Final Cut Pro, Adobe Premiere or similar software.</li> <li>Experience with different video format conversions for download and online streaming.</li> <li>Long Standing experience in covering subjects in a sensitive context and challenging environment</li> </ol>	Shillong	Rs.35000/- per month
Communications Associate	<p><b>Essential Qualifications:</b> Graduate or Post Graduate in Mass Communication &amp; Journalism or in a relevant field such as public administration, public health, environmental policy, education, gender studies, economics and management from a recognized institution. Candidates from other disciplines with exceptional demonstrated skills may also apply.</p> <p><b>Experiences, Skills &amp; Attributes:</b></p> <ol style="list-style-type: none"> <li>4+years of relevant work experience in the media and communications sector, with published articles or write ups in one or more websites/journals.</li> <li>Candidates having an ability to make good PowerPoint presentations and other communication materials will be preferred.</li> <li>A demonstrated skill in photography/videography/video editing/graphic designing is preferable.</li> <li>Hands-on experience in content management.</li> <li>Ability to deliver creative content (text, image and video).</li> <li>Good knowledge of SEO, keyword research, social media tools and google analytics.</li> <li>Passionate about working in development and demonstrated interest in helping communities improve development outcomes.</li> </ol>	Shillong	Rs.35000/- per month

**How to Apply:** To apply for the above positions, kindly read the instructions below carefully;

**1. Media & Communication Lead:**

- You can submit your latest resume, cover letter, application form, and not more than two work samples to the following email address: [scep.communication@gmail.com](mailto:scep.communication@gmail.com) mentioning the position you applied for.
- You may also submit a scanned application in PDF format to the above email address. The application form can be accessed by clicking on this link: <https://tinyurl.com/scepcomlead>

**2. Video-Editor:**

- You can submit your latest resume, cover letter with the application form and at least two work samples to the following email address: [scep.communication@gmail.com](mailto:scep.communication@gmail.com)
- You may also submit a scanned application in PDF format to the above email address. The application form can be accessed by clicking on this link: <https://tinyurl.com/scepvideo>

**3. Communications Associate:**

- You can submit your latest resume, cover letter with the application form and at least two work samples to the following email address: [scep.communication@gmail.com](mailto:scep.communication@gmail.com)
- You may also submit a scanned application in PDF format to the above email address. The application form can be accessed by clicking on this link: <https://tinyurl.com/scepcomnassociate>

Or,

- Application can also be submitted as hard copies to **the O/o Meghalaya Basin Development Authority, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003**
- Detail information about the SCEP project, positions, job description (JD) and application form are made available on MBDA's website <https://www.mbda.gov.in>
- Last date for receipt of applications is **20<sup>th</sup> May 2022 (upto 5.00 p.m.)** and application received after the last date will not be considered.

Sd/-

**Shri Sampath Kumar, IAS**  
**Principal Secretary to the Government of Meghalaya**  
**& Chief Executive Officer, MBDA**